

## 0802SPTG Question and Response Addendum:

### 1. QUESTION:

I have a question regarding Section 3.4.1 specifically related to Operations - Indirect Costs/Cost Allocation Pool on page 14. The way we read page 14 it appears that allocated administrative wages as well as allocated costs that are necessary for the program such general liability insurance, paper for the copy machine, etc. fall under this Indirect/Cost Allocation Pool. On page 15 Indirect Costs are limited to 8% of the budget. Is this a correct interpretation of the language on page 14 and the 8% limit on page 15?

In FY07 Administrative/Allocated wages were limited to 8%; however, there was no limit on other routine allocated operational expenses. Given that administrative wages/benefits such as receptionist, finance manager and director are necessary and usual expenses that can easily be 8%, and that the department requires contractors to carry liability insurance (which must be cost allocated in keeping with GAAP and A-122), and there is no easy way to direct bill some office supplies such as copy machine paper, sticky notes and pens, an 8% limit on all allocated expenses is extremely restrictive. If that is what the language on page 14 and 15 means, I respectfully request that ECSB reconsider and a return to the 8% administrative/allocated salary cap rather than extending it to all allocated costs in order to make Specialized Training Projects feasible for organizations that do not have substantial unrestricted funds. As I interpret the language, in many cases, including ours, Specialized Training Grants will require matching funds to cover routine allocated expenses, although the RFP states that no match is required.

In speaking with another Specialized Training grant writer, we discussed the 8% limit to Administration and I wanted to let you know that I had a similar concern with being able to properly allocate costs to the Operations including allocation expense and administration expenses. Please let us know if we are interpreting this 8% restriction correctly and let us know if there is any room to fix this challenge as I too have a limited number of unrestricted funds that were allocated elsewhere.

**RESPONSE:** The Administration Allocation has been changed to 12% for the 0802SPTG RFP in order to provide consistency for the ECSB contracts.

### 2. QUESTION:

The due date on the Specialized Training grant, first page states June 1st, 2007, on page 7, states June 7th. Which is correct?

**RESPONSE:** The correct due date for the 0802SPTG RFP is June 1, 2007.

### 3. QUESTION:

What is the RFP number for the Specialized Training in Early Childhood Education RFP and what is the contract term?

**RESPONSE:** 0802SPTG – The term of the contracts is Oct. 1, 2007 to Sept. 30, 2008

